

DIVORCE / LEGAL SEPARATION CHECKLIST I:
FILING & SERVING JOINT PETITION WITHOUT MINOR CHILDREN –
MILWAUKEE COUNTY

Fees: \$188.00 to file. This fee may be waived if BOTH parties qualify for the fee waiver. \$15 for Divorce Packet (in Legal Resource Center).

1. Fill Joint Petition Without Minor Children (forms available for sale in **Room G10-1 at the Legal Resource Center**).
2. Fill out the Confidential Petition Addendum.
3. *Do you need a Temporary Hearing?* If yes, complete the Order to Show Cause for Temporary Relief and the Affidavit for Temporary Relief without Minor Children (which **must** be signed in front of a notary public).
4. Fill out the Fee Waiver application if one is requested.
5. **Room G10-1 (Legal Resource Center)** – Make *5 copies* of all documents **except** the Confidential Petition Addendum (\$0.20 per page).
6. **Room 609 (Chief Judge's Office)** – If requesting a fee waiver, you must bring with you a month's worth of pay stubs or proof of public benefits (this can be obtained in the Legal Resource Center, Room G10-1.) The clerk in 609 will make a decision to approve or deny your request. Note that **both parties** must qualify for the fee waiver when filing jointly.
7. **Room 104** – Bring all copies of forms to file, pay filing fee, or show waiver form, and get a case number. Filing fee is \$188.00.
8. **Room 707** – Take all copies to the Calendar Desk of the Family Court Commissioner. The clerk will give a temporary hearing date, if requested, as well as give a Notice and Order of Administrative Dismissal Date (this is not a hearing date.)

WE CAN HELP YOU WITH FILLING OUT THE PAPERS FOR THE SECOND STEP BY APPOINTMENT. When you are ready for help filling out the second step paperwork, contact us by phone (278-2912), or in person (**Room G9**). Second step can take up to an hour to complete and may require a return visit. We do not recommend doing this through walk-in hours.

BRING COMPLETED FINANCIAL DISCLOSURE (ONE FOR EACH PARTY) TO APPOINTMENT.



This document was created by the
MILWAUKEE JUSTICE CENTER
on January 2013